



# City of Sacramento City Council

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**Meeting Date:** 8/16/2011

**Report Type:** Consent

**Title: Grant: Justice Assistance Grant (JAG) (#G11009100)**

**Report ID:** 2011-00672

**Location:** Citywide

**Recommendation:** Adopt a Resolution authorizing the Interim City Manager, or the Interim City Manager's designee, to: 1) accept on behalf of the City of Sacramento a \$422,032 Edward Byrne Memorial Justice Assistance Grant (JAG) from the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance (BJA); 2) establish a JAG Project ;and 3) adjust the necessary revenue and expense budgets to implement the \$422,032 grant award.

**Contact:** James Beezley, Lieutenant, Fiscal Division, (916) 808-0854, Police Department.

**Presenter:** None

**Department:** Police

**Division:** Fiscal Operations

**Dept ID:** 11001021

## **Attachments:**

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- 1-Description/Analysis
- 2- Resolution JAG.docx
- 3- Exhibit A - JAG Grant Application.pdf

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### **City Attorney Review**

Approved as to Form  
David Womack  
7/20/2011 1:52:27 PM

### **City Treasurer Review**

Prior Council Financial Policy Approval or  
Outside City Treasurer Scope  
Russell Fehr  
7/14/2011 9:46:24 AM

## **Approvals/Acknowledgements**

Department Director or Designee: Rick Braziel - 7/18/2011 1:00:16 PM

Assistant City Manager: Cassandra Jennings - 7/20/2011 10:00:20 AM

## **Description/Analysis**

**Issue:** The Sacramento Police Department (SPD) has submitted the attached application for FY2011 JAG funding, in the amount of \$422,032, from the U.S. Department of Justice. The SPD is requesting approval to accept and use this funding to support helicopter/air operations.

**Policy Considerations:** Accepting federal funding is consistent with past practices of using BJA funding to enhance law enforcement operations. The SPD received and used JAG funding in Fiscal Years (FY) 2005/06, FY2006/07, FY2007/08, FY2008/09, FY 2009/10, and FY 2010/11. In addition, City Council Resolution 2011-391 requires City Council approval to accept grant funding, establish a grant project, and appropriate funding when the grant award is in excess of \$100,000.

In accordance with the terms of the grant program, federal funds must be used to supplement existing General Fund resources. Grant funds cannot replace or supplant non-federal funds that have been appropriated for the same purpose. Grant awards are made in the first fiscal year of the appropriation and can be used over a four-year period.

### **Environmental Considerations:**

**California Environmental Quality Act (CEQA):** This proposal does not constitute a “project” and is therefore exempt from the California Environmental Quality Act according to CEQA guidelines Sections 15061(b)(3) and 15378(a).

**Sustainability Considerations:** There are no sustainability considerations associated with this report.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** The U.S. Department of Justice, Edward Byrne Memorial JAG Program allows State and local governments to support a broad range of activities to prevent and control crime and improve the criminal justice system. The JAG Program blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most. Forty percent of JAG funding is designated for units of local government.

JAG funds may be used to improve or enhance state and local criminal justice initiatives. The SPD has applied to use the grant funding to support air/helicopter operations.

**Financial Considerations:** The total JAG allocation to the SPD is \$422,032. This program does not require a match. This grant has no impact to the General Fund, and it does not obligate the City to expend additional resources.

**Emerging Small Business Development (ESBD):** None.

## **RESOLUTION NO. 2011-**

Adopted by the Sacramento City Council

**July 26, 2011**

### **APPLICATION FOR AND ACCEPTANCE OF FISCAL YEAR (FY) 2011 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)**

- A. The U.S Department of Justice, Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows State and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. The JAG Program replaces the Byrne Formula and Local Law Enforcement Block Grant programs with a single funding mechanism. Forty percent of the JAG funding is designated for units of local government.
- B. As a designated eligible applicant, the Sacramento Police Department has applied for its Fiscal Year 2011 JAG allocation in the amount of \$422,032. The SPD is requesting approval to accept and use, if awarded, \$422,032 in federal funding for technical assistance and equipment in support of frontline officers' field operations, including air support.

### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. The Interim City Manager, or the Interim City Manager's designee, is hereby authorized to accept, on behalf of the City of Sacramento, a \$422,032 Edward Byrne Memorial Justice Assistance Grant (JAG) from the U.S. Department of Justice, including any future agreements, modifications, amendments, or extensions thereof, if the City is awarded the grant.
- Section 2. The Interim City Manager, or the Interim City Manager's designee, is hereby authorized to establish a JAG project (#G11009100).
- Section 3. The Interim City Manager, or the Interim City Manager's designee, is hereby authorized to adjust the necessary revenue and expense budgets to implement the \$422,032 JAG project.

The City of Sacramento Police Department (SPD) proposes to use its Fiscal Year 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) allocation of \$422,032 to support critical helicopter operations over the four-year grant performance period. This funding will enable the SPD to enhance its Air Operations Program, which is responsible for the use, maintenance, and repair of a helicopter that patrols the Sacramento area. The police helicopter is a proven and cost effective public safety tool that supports the reduction of crime across communities in the Sacramento region.

The SPD does not currently have any dedicated local funds to replace and overhaul its helicopter equipment, conduct regular inspections and repairs, and purchase fuel. This funding will ensure the proper operation of the helicopter in SPD's Air Operations Program and, most importantly, will enhance police officer safety. If adequate funding is not obtained, the SPD's helicopter will have to be grounded.

#### **Project Management Plan**

This proposal directly aligns with the JAG Purpose Area related to improving and enhancing law enforcement programs. In addition, this proposal adheres to the stated JAG Priority of implementing an evidence-based program. The SPD's goals related to this project include the following:

- Increase the number of flight hours to provide greater support for field operations.
- Expand surveillance of potential terrorist targets in and near the state capital and other potentially high profile terrorist attack locations in the Sacramento area.

The SPD's project manager for this initiative will be the Air Operations Program Sergeant. This sergeant will be responsible for overseeing project implementation and

all grant-related activities. A fiscal analyst will also be assigned to the project and will be responsible for financial management and reporting.

The helicopter is an asset that belongs to the SPD; however, the SPD continues to work cooperatively with the Sacramento Sheriff's Department (SSD) to coordinate and deliver air support services to the entire Sacramento region. This coordination has eliminated duplicative patrol and surveillance efforts in the County and City of Sacramento and has helped maintain efficient program costs for both agencies. The project strategies that will be employed by the SPD to achieve project goals include:

- Efficiently provide maintenance and repair services to enhance regional helicopter operations, while eliminating program redundancies.
- Prioritize and respond to calls for service based on regional need, not jurisdiction.
- Ensure helicopter surveillance is available during peak regional periods.

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
N/A		
<b>SUB-TOTAL</b>		\$0.00

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
N/A		
<b>SUB-TOTAL</b>		\$0.00
<b>Total Personnel &amp; Fringe Benefits</b>		\$0.00

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
N/A				
<b>TOTAL</b>				\$0.00

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Helicopter Parts	Expected Replacement Part Requirements = \$45,000	\$45,000.00
Helicopter Engine Overhaul	Expected Engine Overhaul Requirements = \$86,500	\$86,500.00
<b>TOTAL</b>		\$131,500.00

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
N/A		
<b>TOTAL</b>		\$0.00

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
<b>TOTAL</b>		\$0.00

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
			<i>Subtotal</i> \$0.00

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
			<i>Subtotal</i> \$0.00

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Helicopter maintenance contract	\$80,900.00
Major component work and overhaul contract for helicopter	\$25,000.00
<i>Subtotal</i> \$105,900.00	
<b>TOTAL</b> \$105,900.00	

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Helicopter JP-8/Jet-A turbine engine fuel	\$3.46 per gallon * 53,361.84 gallons = \$184,632	\$184,632.00
<b>TOTAL</b>		\$184,632.00

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
<b>TOTAL</b>		\$0.00

**Budget Summary**- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	\$0.00
<b>B. Fringe Benefits</b>	\$0.00
<b>C. Travel</b>	\$0.00
<b>D. Equipment</b>	\$131,500.00
<b>E. Supplies</b>	\$0.00
<b>F. Construction</b>	\$0.00
<b>G. Consultants/Contracts</b>	\$105,900.00
<b>H. Other</b>	\$184,632.00
<b>Total Direct Costs</b>	\$422,032.00
<b>I. Indirect Costs</b>	\$0.00
<b>TOTAL PROJECT COSTS</b>	\$422,032.00
<b>Federal Request</b>	\$422,032.00
<b>Non-Federal Amount</b>	\$870,919.00

**Budget Narrative**

The Sacramento Police Department (SPD) proposes to use its Fiscal Year 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) allocation of \$422,032 to support helicopter operations over the four-year grant performance period.

**A. Personnel**

None

**B. Fringe Benefits**

None

**C. Travel**

None

**D. Equipment - \$131,500**

The adherence to proper helicopter equipment replacement and overhaul time frames is critical. If proper replacement and overhaul schedules are not followed, police officer safety will be put at risk and the longevity of the SPD's helicopter will be shortened. Examples of helicopter equipment requiring maintenance include main/tail rotor blade replacements and engine/transmission overhauls. The funding request for this category is based on estimated equipment and overhaul needs based on manufacturer recommendations over the grant period.

**E. Supplies**

None

**F. Construction**

None

**G. Consultants/Contracts - \$105,900**

To ensure the proper functioning of the helicopter, regular inspections are conducted every 25 hours of flight or approximately five days by a contracted mechanic. In addition, these contracted mechanics conduct repairs to items such as on-board computers, cameras, and search lights. The funding request for this category is based on anticipated inspection and repairs requirements over the grant period.

**H. Other Costs - \$184,632**

Helicopter JP-8/Jet-A turbine engine fuel is purchased through a federal military program. The fuel is purchased in bulk at a greatly discounted rate compared to commercial pricing. The funding request for this category is based on estimated fuel usage over the grant period.

**I. Indirect Costs**

None

**Total Funding Request: \$422,032**

### **Review Narrative**

**Governing Body Review Requirement:** This proposal will be submitted by the Sacramento Police Department to the Sacramento City Council for notification, review, and approval on August 16, 2011. Once approved, a copy of the approved city council resolution will be forwarded to the U.S. Department of Justice (DOJ), Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA).

**Public Comment Requirement:** As part of the City Council review process the application has been made public and anyone, including citizens and community organizations, will have an opportunity to provide comments and feedback regarding the proposal.

**Applicant's Name:** Sacramento Police Department (SPD)

**Title:** Helicopter Operations Support

**Goals:** The Fiscal Year (FY) 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) will ensure flight capabilities and will support the SPD's achievement of the following goals:

- Increase the number of flight hours to provide greater support for field operations.
- Expand surveillance of potential terrorist targets in and near the state capital and other potentially high profile terrorist attack locations in the Sacramento area.

**Strategies:** The SPD will utilize the FY 2011 JAG allocation to ensure continued helicopter air operations in the Sacramento region by employing the following strategies:

- Efficiently provide maintenance and repair services to enhance regional helicopter operations, while eliminating program redundancies.
- Prioritize and respond to calls for service based on regional need, not jurisdiction.
- Ensure helicopter surveillance is available during peak regional periods.

**Identifiers:** 1) Equipment – General, 2) Officer Safety, 3) Policing, 4) Surveillance, 5) Vehicles – Police Helicopters



DEPARTMENT OF  
POLICE

CITY OF SACRAMENTO  
CALIFORNIA

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CHIEF OF POLICE  
RICK BRAZIEL

July 25, 2011

PH 916-808-0800  
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DEPUTY CHIEFS  
SAM SOMERS, JR.  
BRIAN LOUIE

RE: FISCAL YEAR 2011 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT  
(JAG) PROGRAM – CONSULTANT RATE WAIVER REQUEST

To whom it may concern:

The City of Sacramento Police Department (SPD) is submitting an application for the Edward Byrne Memorial Justice Grant (JAG) (BJA-2011-3031). The submission includes the use of a consultant rate that exceeds \$450 for an 8-hour day. Per Chapter 15, Item 6 (b), of the U.S. Department of Justice - Financial Guide, the SPD respectfully requests a waiver to the \$450 threshold.

The SPD intends to enter into a contract for the maintenance, component work, and overhaul of helicopters at a rate of approximately \$592 per day. This work is necessary to ensure the proper functioning of the helicopter. Services provided by the contractor will include regular inspections every 25 flight hours and repairs to such items as on-board computers, cameras, and search lights. The rate of compensation and related costs for the work is necessary and reasonable based on comparable service providers in California.

If you have any questions or need additional clarification please don't hesitate to contact Scott Pettingell, Administrative Officer, at (916) 808-0909 or [srpettingell@pd.cityofsacramento.org](mailto:srpettingell@pd.cityofsacramento.org). Thank you for your consideration.

Sincerely,

Rick Braziel  
Chief of Police

RB:sp